

Description	N/A	✓	Notes
1. The client's name, including a short history of their organization or agency and the events that prompted the project;			
2. Project name and location;			
3. Name of contact person: the only person authorized to respond to requests for clarifications or project information;			
4. Names and roles of selection committee members (such as board, staff, committee, citizen group);			
5. Other construction on the same site, but not part of this RFP;			
6. Completed studies or surveys relevant to the project, which will be made available to short-listed architects prior to their interviews;			
7. Further studies required prior to commencement of design;			
8. Program of requirements describing the intended size, function and occupancy;			
9. Any other requirements such as demolition, additions, renovations, sustainable design criteria, land use or site selection considerations;			
10. Anticipated budget (if known);			
11. Anticipated form of project delivery or construction procurement (if known);			
12. Anticipated schedule for design, construction and occupancy;			
13. Any additional or unique requirements;			
14. Description of the architect selection process (as indicated in Step 2 on next page).			